



**SCOTTSDALE AIRPORT ADVISORY COMMISSION
PUBLIC MEETING
Scottsdale Airport Terminal Lobby
15000 N. Airport Drive, Scottsdale, AZ**

November 12, 2014

MINUTES

PRESENT: Steve Ziomek, Chairman
Ken Casey, Vice Chairman
Brad Berry
John Celigoy
Michael Goode
Bob Hobbi (telephonic from 6:02 p.m.)
William Schuckert

STAFF: Sarah Ferrara, Aviation Planning & Outreach Coordinator
Shannon Johnson, Management Analyst
Chris Read, Airport Operations Manager

GUESTS: Joe Hough, Dallas Airmotive
Dave Hutchison, Dallas Airmotive
Matthew Wright, AZBAA, Landmark Aviation

CALL TO ORDER

Chairman Ziomek called the meeting to order at 5:58 p.m.

ROLL CALL

A formal roll call confirmed the presence of all Commissioners as noted above.

PLEDGE OF ALLEGIANCE

Chairman Ziomek led the meeting in the pledge of allegiance.

AVIATION DIRECTOR'S REPORT

Mr. Chris Read, Airport Operations Manager, said there was no report this month.

APPROVAL OF MINUTES

1. Approval of Minutes

Regular Meeting: October 8, 2014

Vice-Chairman Casey made a motion to approve the minutes of the October 8, 2014 regular meeting. Commissioner Goode seconded the motion, which carried by a vote of six (6) to zero (0). Commissioner Hobbi was not yet in attendance.

PUBLIC COMMENT

No members of the public wished to address the Commission.

REGULAR AGENDA ITEMS 1 - 11

1. Discussion and Possible Action Regarding Application for Airport Aeronautical Business Permit for Lonestar AOG, LLC to Conduct Aircraft Maintenance and Repair Services

Management Analyst Ms. Shannon Johnson noted that Commissioner Hobbi had joined the meeting via conference call.

Ms. Johnson reported that Lonestar AOG is looking for ratification of their aeronautical business permit to conduct aircraft maintenance and repair services. No representative of the company was in attendance. However Lonestar has met all the requirements.

Vice Chairman Casey made a motion to ratify the aeronautical business permit for Lonestar AOG LLC to conduct aircraft maintenance and repair services at Scottsdale Airport. Commissioner Goode seconded the motion, which carried by a vote of seven (7) to zero (0).

2. Discussion and Possible Action Regarding Application for Airport Aeronautical Business Permit for William Fruechtnicht to Conduct Aircraft Maintenance and Repair Services

Ms. Johnson noted that Mr. William Fruechtnicht, who was not in attendance, is looking to conduct mobile aircraft maintenance and repair services at the Airport. He repairs fuel bladders and performs other specialized maintenance and repairs in conjunction with the FBOs.

Chairman Ziomek inquired whether special certification was required to do these repairs. Mr. Matthew Wright of Landmark Aviation said Mr. Fruechtnicht does work for Landmark under their repair station certificate.

Chairman Ziomek noted that according to the application paperwork no certificates had been issued. He hoped that the City would require applicants to submit all their licenses and certificates. Ms. Johnson said typically she receives copies of these and this may be in Mr. Fruechtnicht's file in the office. Aviation Director Mascaro reviews all applications before they are conditionally approved.

In response to a question from Vice Chairman Casey, Ms. Johnson said Mr. Fruechtnicht has to work at the FBO facilities for insurance reasons.

Vice Chairman Casey made a motion to ratify the Airport aeronautical business permit for William Fruechtnicht to conduct mobile aircraft maintenance and repair services at Scottsdale Airport. Commissioner Goode seconded the motion, which carried by a vote of seven (7) to zero (0).

3. Discussion and Possible Action Regarding Application for Airport Aeronautical Business Permit for Timmy Shines to Conduct Specialized Aircraft Repair Services

Ms. Johnson said Timmy Shines is looking to have their permit ratified to conduct specialized aircraft repair services. They specialize in small paint jobs and work directly with the FBOs. She noted that the Applicant was not in attendance.

Chairman Ziomek inquired whether this company can work for both FBOs. Ms. Johnson confirmed that it can, although at the moment it is just working with one of them.

Vice Chairman Casey made a motion to ratify the aeronautical business permit for Timmy Shines to conduct specialized aircraft repair services at Scottsdale Airport. Commissioner Schuckert seconded the motion, which carried by a vote of seven (7) to zero (0).

4. Discussion and Possible Action Regarding Application for Airport Aeronautical Business Permit for Dallas Airmotive, Inc. to Conduct Aircraft Maintenance and Repair Services

Ms. Johnson stated that Dallas Airmotive is looking to ratify their permit to conduct maintenance and repair services at the Airport. Mr. Joe Huff (phonetic), Field Service Program Manager for Dallas Airmotive explained that the company is part of BBA Aviation.

Vice Chairman Casey thanked Mr. Huff and Mr. Hutchins for coming to the meeting. They said they have been providing services through the FBOs at the Airport for a number of years but had not realized that they needed a permit.

Vice Chairman Casey made a motion to ratify the aeronautical business permit for Dallas Airmotive to conduct aircraft maintenance and repair services at Scottsdale Airport. Commissioner Schuckert seconded the motion, which carried by a vote of seven (7) to zero (0).

5. Annual Update from the Arizona Business Aviation Association (AZBAA)

Mr. Matthew Wright, General Manager of Landmark Aviation and current President of the AZBAA presented an overview of the Association's activities. These include advocacy, creating partnerships with other aviation organizations to promote business aviation, and education. They have formed partnerships with educational institutions such as ASU, Embry-Riddle, Chandler-Gilbert Community College and some high schools.

He noted that because most of the Association's monthly meetings are held at the Airport, this showcases the Airport to various corporate sponsors. The Association supports local businesses and Zulu Caffé caters all the events. He invited everyone to attend the annual party at Zulu Caffé on December 12.

Mr. Wright screened a video clip from television news of the first Sky Kids event, which took place the previous Saturday. They were able to fly 150 children with special needs.

The scholarship program is very important. This year the Association has donated \$31,500 in scholarships to aviation business professionals. He thanked the Airport, the Commission and the City for generously hosting meetings and supporting the AZBAA as these programs would otherwise not be possible.

He encouraged everyone to attend the monthly meetings held in the Terminal and to follow AZBAA on Facebook.

6. Discussion and Possible Action Regarding the Aviation Five-Year Capital Improvement Program

Ms. Johnson presented the five-year aviation capital improvement program. Although there are no new projects, there are changes to the scope or budget of several of the existing projects.

The cost to construct the Airport Operations maintenance facility has increased by \$1.9 million as the bids received were higher than anticipated.

The project to remodel the Airport Terminal has changed to an Airport Terminal redevelopment project. The original plan had been to remodel the second floor and enlarge the conference room once Airport Operations had moved out. However they are now exploring taking down the terminal and the Aviation Business Center and replacing them with an airport complex building or buildings. Ms. Johnson emphasized that this is still in the very early preliminary concept stages. Staff plans to conduct feasibility studies. Discussion about the plans and financing ensued. The FAA does not provide grant funding for infrastructure. She clarified that even though this is in the early stages, for budget purposes of the five-year plan they need to include it at this point. If the project turns out not to be feasible it would be removed from the plan. Staff has already had some discussions on this topic with the City Manager's Office.

Vice Chairman Casey inquired about the plan to acquire land for \$6.5 million. Ms. Johnson replied that Mr. Mascaro is actively looking for suitable land that may become available.

Projects listed under the adopted FY 2014/2015 budget are already on the horizon and approved for the current fiscal year. Unspent funds committed to specific projects carry over until the project is complete.

Mr. Read clarified that the FAA does participate in building airport infrastructure, however typically this is only at commercial service airports.

Ms. Johnson noted that the cost of rehabilitating taxiway Bravo had been estimated at \$9 million, however the cost has been lowered to \$7 million. The cost of reconstructing the Delta apron increased from \$2.2 million to \$2.4 million. She added that most of the projects have grant funding.

Vice Chairman Casey made a motion to recommend that City Council approve the Aviation five-year capital improvement program. Commissioner Goode seconded the motion, which carried by a vote of six (6) to one (1). Commissioner Schuckert dissented.

Vice Chairman Casey suggested it would be helpful for the Commission to receive more detailed information about the projects. Ms. Johnson committed to providing an information packet with project scope and timelines to the Commissioners.

Commissioner Schuckert remarked that he voted against the motion because he felt he could not take an informed decision.

7. Discussion and Input Regarding Monthly Operations Report for September and October 2014

Mr. Read presented the operations reports for September and October.

He announced that they have secured a grant for taxiway Bravo rehabilitation Phase 1.

For the US-Visits, fiscal year to date a total of 170 visitors have arrived. In September and October 68 visitors arrived.

The runway was restriped in early November and everything went well. This has to be done two or three times a year. This project was a bigger undertaking than usual. They plan to close the runway on Saturday, December 20th from 10:00 a.m. to 5:00 p.m. to restripe the center portions of the runway. Striping is usually done at night but the temperature must be at least 55 degrees, so a nighttime closure is not possible. Saturday is the slowest day at the Airport.

Vice Chairman Casey asked why all the striping could not have been completed at the same time. Mr. Read explained that the center of runway markings wear faster because of aircraft traffic and staff wanted to ensure that the markings are at their best for Super Bowl. Vice Chairman Casey said this closure will inconvenience many customers.

Commissioner Schuckert asked for an explanation of "aiding and abetting performance of an aeronautical business activity without a permit." Mr. Read said anyone who has control of an aircraft and allows an illegal mechanic perform work on it would be aiding and abetting. He described the process of enforcement.

Vice Chairman Casey had questions about the US-Visit figures. Ms. Johnson said Canadian citizens can obtain preclearance, and some Mexican citizens can come without going through the US-Visit process, but almost all other nationalities have to do US-Visit. Mr. Read committed to researching the details and bringing a full report back to the Commission at a later meeting. Vice Chairman Casey recalled Commissioner Goode's efforts to bring this program to the Airport; the figures prove that the Commission was right in its determination to have daily Customs service at the Airport.

Vice Chairman Casey suggested investigating pilot error in over the wing fuel spills.

8. Discussion and Input Regarding Monthly Financial Reports for August and September 2014

Ms. Johnson presented the financial reports for August and September. For September fiscal year to date revenues were up about 7 percent, expenses were down. Year over year comparison revenues are up slightly and expenses are down approximately 17 percent. The Aviation Fund cash balance as of September 30 was at \$10.5 million. They continue to do well on collecting aged accounts receivable. She noted some errors in the report which will be rectified for the next report.

Chairman Ziomek inquired about the September revenue. Ms. Johnson explained that in September revenues were \$242,000. There is a large positive variance between the projected revenues and the actual revenues.

9. Discussion and Input Regarding Public Outreach Programs and Planning Projects

Aviation Planning and Outreach Coordinator Ms. Sarah Ferrara reported on the Airport's presence at the NBAA show, which was highly successful. A record of 26,000 attendees from 49 states and 95 foreign countries came to the show in Las Vegas, which had 1,100 exhibitors. Having a booth at this show provided the Airport an opportunity to make new contacts and to share how ready the Airport is for Super Bowl. The Airport was featured in Super Bowl articles in AIN Online and Flight Corporate. The Barrett-Jackson Collector Car Auction provided a 67 Stingray Corvette for the booth. Coincidentally a neighboring booth featured a 2014 Corvette, making their car an even better conversation starter. Throughout the two and half days of the show they collected 271 contacts, including some from overseas.

Ms. Ferrara thanked Landmark Aviation and Signature Flight Support, Go Rentals, Hertz, Ciao Baby, the Scottsdale Convention and Visitors Bureau and the Barrett-Jackson Collector Car Auction for partnering with them at the show and thanked the Commissioners who attended.

The iPad survey was a new feature they tested this year. Results were successful so next year they plan to fully roll it out to all attendees who stop by the booth.

Regarding Super Bowl preparations, Ms. Ferrara reported that staff held a meeting to present the Super Bowl season reservation system to tenants and users. This was attended by about 30 people. Another meeting is scheduled for November 20.

The Airport has over 100 followers on Twitter in less than a year.

Staff is working on the next chapter of the Airport Master Plan and the next PAC meeting and public information workshop is tentatively scheduled for January 6, 2015. She urged the Commissioners to attend.

Ten voluntary curfew letters were sent out in September and October.

A pilot briefing meeting was held in conjunction with the tower at which an FAA representative discussed the new enhanced departure route. Unfortunately it was not well attended. Commissioners noted that Friday evening is not a popular time for a meeting, and that some people were busy setting up for the Sky Kids event the next day. Ms. Ferrara concurred, but said the tower sets the schedule.

Vice Chairman Casey said the booth at the NBAA convention was great and inquired about how the booth was staffed. Ms. Ferrara replied that Mr. James Gregory from the Scottsdale Convention and Visitors Bureau and Mr. Kelly Corsette, the City's Public Information Officer were helping out. If people have specific questions they cannot answer, people are referred to herself. If they do not have the information, they take the person's contact information and follow up with the information requested shortly afterwards. Representatives from Landmark and Signature were also working the booth.

10. Discussion and Input Regarding Status of Aviation Items to City Council

Mr. Read presented the report on the status of aviation items to City Council.

Commissioner Goode noted that City Council approved the amendment to the Zulu Caffé by a vote of six to one with the change the restaurant wanted, not what the Commission had recommended. Councilwoman Milhaven dissented, stating that her vote was made in deference to the Airport Advisory Commission. He expressed his gratitude for her support.

11. Discussion and Possible Action to Modify the Airport Advisory Commission Meeting Schedule and Commission Item Calendar

After confirming with staff that there were no items of pressing concern on the agenda for a December meeting, Chairman Ziomek proposed not meeting in December.

Mr. Read asked the Commissioners if they wanted to consider changing the meeting start time to 5:00 p.m. He noted that the current 6:00 p.m. start time is enshrined in the bylaws and therefore a bylaw amendment would be required should that change be adopted.

Commissioner Goode moved that all future meetings of the Airport Advisory Commission start at 5:00 p.m. rather than the current start time of 6:00 p.m., and that the Commission not hold a meeting in December 2014. Vice Chairman Casey seconded the motion, which carried by a vote of seven (7) to zero (0).

FUTURE AGENDA ITEMS

Vice Chairman Casey commented that the Commission has already discussed the approval of aeronautical business permits. He opined that if someone wants to operate a business at the Airport, the least they can do is attend a Commission meeting to state their case and answer questions, and suggested that be made a requirement.

Ms. Johnson said if applicants are not in attendance, it is the Commission's prerogative to table approval until the applicant attends a meeting. She writes to applicants to advise them they have conditional approval pending ratification by the Commission, asking them to please attend the next scheduled Commission meeting and to give her a week's notice if they are not able to attend.

Chairman Ziomek suggested changing the wording of the notice to tell applicants their permit will not be ratified until they attend a Commission meeting.

Mr. Read said action on this must be agendized and undertook to place it on the January 2015 agenda.

Chairman Ziomek requested an update on Super Bowl preparations.

Vice Chairman Casey commented that there is a flaw in the process, given the number of companies that have been conducting business at the Airport/Airpark that are only now applying for aeronautical business permits.

Mr. Read said finding these operators can be tough. Oftentimes these companies are identified by other businesses which have done everything they are supposed to do. Operations staff are out around the Airport all the time and keep their eyes open. Some infractions are easily spotted while others are more challenging to find. There has been a big change in how the FBOs work with other businesses. Some recent safety infractions have raised awareness of the need for aeronautical business permits.

Vice Chairman Casey said the biggest problem is that companies are unaware that they are supposed to have a permit. He does not believe companies are intentionally evading paying for a permit. Education is the key. Relying on other operators to tattle-tale on the businesses without permits is a bad process. He said Airport Operations does an awesome job of enforcement in general and there must be a better way of detecting the people who do not hold permits.

Chairman Ziomek suggested recommending a review of the internal processes and procedures. Vice Chair Casey said most of the permits issued in the past year have been to companies who have in fact conducted business at the Airport over a significant period of time.

Vice Chairman Casey made a motion to add to the January 2015 meeting agenda the following items: requiring ABP applicants to attend a meeting of the Airport Advisory Commission; and an update on preparations for the Super Bowl. Commissioner Hobbi seconded the motion, which carried by a vote of seven (7) to zero (0).

Vice Chairman Casey Stating that Mr. Wright gave a great presentation on Sky Kids, and he thanked the City of Scottsdale for all its support, and thanked Commissioner Hobbi and Aviation

Director Gary Mascaro for all they had done to ensure that this event was a resounding success.

ADJOURNMENT

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 7:36 p.m.

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